

**METHOD AND SYSTEM FOR TRACKING DISPOSITION STATUS  
OF AN ITEM TO BE DELIVERED WITHIN AN ORGANIZATION**

**Abstract of the Disclosure**

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A method and system for tracking the receipt and the internal movement of items such as packages, parcels and other accountable items within an organization such as a corporation, hospital or school. The system comprises a portable data terminal programmed to record information regarding the receipt and the internal 10 movement of the items in a data collection format, wherein the data collection format can be created and/or modified by the user according to the user's needs. For that purpose, the system further comprises a base station to allow the user to create and/or modify the data collection format. The base station is capable of communicating with the portable data terminal for unloading electronic files to the 15 portable data terminal in order to modify the data collection format.